

## **DRAFT MINUTES**

### **ENSTONE PARISH COUNCIL**

A Meeting of the Council was held in Enstone Parish Hall on  
Thursday 30<sup>TH</sup> March 2017 at 7.15 pm

<u>PRESENT:</u>	Parish Councillors N. Knott (Chair), A. Lee, P. Shaw, C. Glendinning, D. Robottom, P. Johnson, R. Parker, P. Butler, M. Ivings and District Cllr. Andrew Beaney
<u>APOLOGIES</u>	Cllr. T. Gilbert
<u>IN ATTENDANCE</u>	Mrs. B. Sinclair (clerk), Mr. and Mrs. J. Zibarras, Dee McDonald Howard from Willow Environmental Solutions and Mr. Jon Westerman from Edgars Ltd.

Clr. Knott welcomed everyone to the meeting and congratulated District Cllr. Andrew Beaney on the recent birth of his daughter.

**23. DECLARATIONS OF INTEREST:-**

- Cllr. N. Knott declared an interest under Public Discussion (Enstone Shooting School).

**24. MINUTES OF THE PREVIOUS MEETINGS:-**

- The minutes of the Parish Council meeting held on 23<sup>rd</sup> February 2017 and the Planning Meeting held on Monday 13<sup>th</sup> March 2017, having been previously circulated were taken as read, agreed and signed.

**Ms. Dee McDonald Howard - Update regarding building of bunds at the Shooting School**

Dee McDonald Howard was welcomed to the meeting. She had attended on behalf of Mr. David Einig regarding the bunds at the Shooting School. No concerns had been reported and it was agreed to arrange a site visit before April's meeting. District Cllr. Andrew Beaney also reported that there were no concerns raised by WODC. The clerk would organise the site visit.

**Heythrop Park – Presentation by Mr. Jon Westerman, Associate Director of Edgars Limited, Chartered Surveyors, Planning Consultants, Witney**

- Mr. Westerman had requested a meeting with the Parish Council to discuss the future proposals at Heythrop Park. Edgars Ltd, was acting on behalf of the Firoka Group and had been instructed to prepare a masterplan for Heythrop Park. This would set out the vision and objectives for Heythrop Park and how, having regard to the challenges and opportunities that the estate faces, the vision could be achieved. The masterplan would be a collaborative process between the Firoka Group, West Oxfordshire District Council, Historic England and the Parish Council.
- One of the key challenges was the limited size of the function rooms. A planning application had been submitted for the erection of a marquee as a temporary solution to increase the capacity of the function space, although a permanent solution was required.
- The masterplan plan would include the following:
  - I. The vision in 2031
  - II. The commercial challenges – to improve the revenue stream
  - III. The heritage assets including the listed structures and registered park and gardens
- Mr. Westerman explained that there were currently different dining venues with limited space to cater for wedding receptions. A planning application for a temporary marquee (five years) behind the swimming pool had been submitted. At present, businesses were not

booking the state of the art conference facilities as it was not possible to have gala dinners in one location.

*The Parish Council advised that the following issues needed to be addressed before the marquee could be considered:-*

- a) Control of advertising plaques to concur with planning regulations.
- b) Improved signage of Heythrop Park throughout the area.
- c) There was concern regarding the increase in traffic at the entrance to Heythrop Park where the junction was dangerous. A roundabout at the entrance had been referred to years ago but nothing had been done regarding this.
- d) Residents would object to the planning application of the marquee unless improvements were made regarding traffic management at the entrance.
- e) The marquee would be erected behind the swimming pool.
- f) The masterplan would need to state that Chinese lanterns were not allowed and that firework displays should end by 10.00 pm.
- g) The timescale for the erection of the marquee was over the next six months.

Mr. Westerman was thanked for attending and would contact the clerk after the above concerns had been addressed.

**25. MATTERS ARISING:**

- **Japanese Knotweed** – A site visit with Cllr. Butler and Mr. Paul Wilson from Oxfordshire County Council had been arranged for Wednesday 5<sup>th</sup> April.
- **2<sup>nd</sup> Bus Shelter & Emergency Plan** – ongoing
- **Heythrop Park/ISSEE** – A meeting had taken place with a resident from Church Enstone, Cllr. N. Knott and Mr. A. Cole, Senior Officer from the Department of Environmental & Regulatory Services regarding the noise levels from ISSEE. An update was awaited as to whether planning permission had been required.
- **Filing Cabinets at Parish Hall** – These had now been emptied to make space for more chairs.
- **Community Radio License for Enstone** – there had been no response following the article in the Ensign Magazine so this would idea would not be taken any further. Noted.
- **Training on tracking planning applications on-line** – This had been undertaken and was extremely useful.
- **Planning Application, Land South of Oxford Road** – Cllr. Knott had spoken to the Planning Officer, Ms. Catherine Tetlow regarding concerns, particularly the springs. A decision from the Planning Department was awaited. The Parish Council would reiterate to the Planning Department the difficulties with the current Pumping Station that overflowed on a regular basis.

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**26. PUBLIC DISCUSSION:-**

- **Potholes along the Lidstone Road** – The clerk had reported to the OCC asking to urgently inspect the Lidstone Road as there were so many potholes. Three potholes had been repaired but many others needed repair. The clerk would put an article into the Ensign regarding the OCC link “fix my street” where residents can take photographs of pot holes and forward the pictures with the location electronically.
- **Oxford Mail – Ladies’ Day at Shooting Ground** (Cllr. Lee Chaired this item) – Cllr. Parker reported on an article that had been published regarding an all-female event at Enstone Shooting School on Saturday 10<sup>th</sup> June where 1,500 women were to take part – District Cllr. Beaney agreed to look into this further (the Oxford Mail article was inaccurate – 1,500 throughout the UK were expected to take part with 20 – 30 ladies attending Enstone).
- **Trees cut down at Church Enstone** – A concerned resident had emailed the clerk with regards to trees that had been cut down at Church Enstone – the land was private and so permission was not required. Noted

- **Trees and rubbish at Heythrop Park** – Photos from a concerned resident had been passed on to WODC. Noted.

**27. COUNTY COUNCILLOR'S REPORT**

- No report had been received.

**28. DISTRICT COUNCILLOR'S REPORT**

- *Broadband* – The Open Market Review had been completed and the procurement process for superfast broadband would begin this Autumn. Noted
- *Green Waste Bins* – Residents who had paid to have green waste bins were being sent stickers to be placed onto the bins. Noted
- *Fly Tipping* – The Council reported fly tipping at Heythrop, Fulwell and Taston. Noted

**29. PARISH HALL MATTERS:-**

- Cllr. Butler explained that an engineer, who used to work for Ice Energy but was now independent, had undertaken an inspection of the hall's heating system. He confirmed that the temperature was insufficient but that all of the equipment was working, as designed. The problem was the temperature of the water from the bore holes. A report with recommendations would be prepared and circulated to the Parish Council. Noted.

**30. CORRESPONDENCE:-**

*West Oxfordshire District Council:-*

- **New shared service shortlisted for national award** - Noted
- **Residents back battle against 'super council' plans** – Noted
- **Councillors respond to proposed healthcare changes** – Phase 1 of the plan includes changes to the way hospital beds are used with more care being provided in patients' homes, a reduction in the level of critical care at the Horton Hospital and moving all high risk pregnancies for treatment at the John Radcliffe Hospital. WODC is concerned what is contained in Phase 2 and stresses that there should be no reduction in care in West Oxfordshire with midwife-led maternity and first aid units continuing in Chipping Norton, while car parking should be increased at the John Radcliffe.
- **Firms urged to apply for business rate relief** – Noted
- **Hearing dates set for reconvening of Local Plan Examination** - West Oxfordshire District Council's Local Plan examination hearing is set to reconvene in May with a second hearing in July. Noted.
- **Notice of Election for County Council** – The clerk had put up notices regarding the forthcoming County Council elections, to take place on Thursday 4<sup>th</sup> May 2017.
- **Calls for voters to register in time for May elections** – The clerk would put an article in Ensign regarding this.
- **Counter Terrorism** – WODC had produced posters and information following the recent Westminster attack. Noted

*Oxfordshire County Council:-*

- **Temporary Road Closure at Sandford St. Martin** – The information regarding this had been circulated to all members. Noted.
- **Grass Cutting Contract in Enstone** – This was signed by the Chair with regards to the Schedule 1, Part 1 – Grass Cutting (Urban).
- **A New Council for a Better Oxfordshire** – The most recent information regarding a Unitary Council had been circulated to all members. Noted.

- **Trees Adjacent to Charlbury Road, Enstone** – These had been inspected by Highways at the request of the Parish Council and work would be undertaken to trim the overgrown ivy around the bases of the trees. Noted.

*Other:-*

- **Chicane at Church Enstone** – Cllr. Butler reported that all the work had been approved but that Oxfordshire County Council needed to follow its guidelines with regards to lighting. A quote from OCC had been requested several weeks ago but a response still awaited. *It was agreed that Cllr. Butler would contact County Cllr. Hilary Hibbert-Biles regarding this delay.*
- **Broadband** – The residents from Church Enstone who had attended the previous meeting subsequently met with Wurzel (an independent provider of broadband based at Enstone) with regard to the installation of superfast broadband. Wurzel confirmed that a small mast could be put on top of Enstone House with the offer of providing Enstone House with free broadband – this had been approved by the Manager. Cllr. Butler would take this forward – the 15 residents would pay £450.00 each for the installation with an additional monthly fee of £42.00. Cllr. Butler was thanked for his work with this.
- **Community Speedwatch** – An anonymous donor had paid for a speed gun and the Parish Council thanked the donor for this very kind gesture. Cllr. Butler would proceed with the Community Speedwatch Scheme and would contact PCSO Chris Jones regarding training.
- **A Level Student Request** – An email had been sent to all local Parish Councils from an A level student regarding the Council's views on fracking. The questionnaire was duly completed.
- **Stopping Order – The Green Lane** – MP Robert Courts had responded to the Council's concerns with regards to the Stopping Order along The Green Lane. He had contacted Oxfordshire County Council regarding this and a response was awaited.
- **Pumping Station** – The clerk to contact Thames Water regarding the ongoing problems with overflow at the pumping station.
- **Litter Picking Weekend** – This had been arranged for Sunday 2<sup>nd</sup> April at 9.30 am. Cllr. Shaw was thanked for co-ordinating this. Response from residents had been poor.
- **Site Visit to Shooting School** – This would be arranged before the next meeting.
- **Rural Oxfordshire Network** – An invitation to attend a presentation concerning rural crime and community resilience on 5<sup>th</sup> April in Cassington had been received. The Council sent its apologies for this.
- **The Paddocks, Boundary Wall** – A resident had contacted the Chair regarding the boundary wall that needed repairing – this section of land was owned by Persimmon Homes. The Parish Council would discuss this further once the stone wall along Coxs Lane had been built.

31. **Planning Applications:-**

- **Land West of Enstone Manor Farm, Oxford Rd, Enstone, 17/00485/FUL** - Erection of exceptional and innovative new country house (para 55, NPPF) and formation of vehicular access. Construction of self-contained guest accommodation with car parking underneath. *Mr & Mrs Ziberras attended the meeting.* A report from the Council for the Protection of Rural England had been sent to the Planning Department objecting to the application for a number of reasons. Mr & Mrs Ziberras explained that there were inaccuracies and contradictions in this report and that they would respond accordingly. *After discussion, all Councillors voted in favour of the application apart from Cllr. Johnson who abstained.*
- **Woodstock Barn, Gagingwell, 17/00327/HHD** - Rear single storey extension – *No objection*
- **The Old Bakehouse, The Drive, 17/00396/FUL** - Erection of single storey side extension to create self-contained annex. Erection of single storey front and rear extensions to enlarge existing dwelling with first floor balcony to rear. Construction of new front entrance porch – *No objection*

- **Church Enstone Hall, Little Tew Road, Church Enstone, 17/00514/FUL** - Enlarged bin store (retrospective) – *No objection*
- **Manor Farm, Chapel Lane, Enstone, 17/00724/FUL** - Conversion of barns to three dwellings and erection of machinery store – *No objection but concerns raised regarding manoeuvring of lorries along Chapel Lane during construction and how it would affect the Village Shop with parking difficulties – it is a one way system*
- **Soho Farmhouse, Great Tew, 16/03803/FUL & 16/04138/FUL** – *It was agreed that an email be sent to WODC Planning Officer requesting that a more holistic approach be addressed with regards to the Traffic Management Survey, to include the whole area and not just Soho House ie. Heythrop Park, Enstone Industrial Estate, Soho House and the additional houses in Chipping Norton.*

Decisions Received:-

- **Enstone Poultry Farm, Enstone, 17/00116/FUL** – The erection of four agricultural structures comprising Electrical Switch Room; Generator; Fuel Tank and General Purpose Building and parking area at Enstone Poultry Farm (retrospective) – *Approved*

32. **FINANCE:-**

- a) *To agree the following accounts for payment:-*

**Santander:-**

- Mrs Beth Sinclair £619.88
- WODC, loan £573.61
- OALC, subscription £226.93
- Green Gym £150.00
- Community First Oxfordshire £55.00

- b) Statement of Affairs April to December 2016 – These were audited and signed by Cllrs. Lee and Butler
- c) Risk Management Policy, Internal Audit Procedures & Appointment of Internal Auditor for the 2016/2017 accounts – these were checked and all agreed that there were no changes needed to be made. The Council agreed to invite Howes & Co., to act as Internal Auditor. It was agreed that the accounts for 2017/2018 would be receipts & payments.
- d) Annual Governance Statement 2016/2017 – This was checked and approved. Cllr. Knott and the clerk duly signed Section 1 – Annual government statement 2016/17 as part of the annual return for the year ended 31<sup>st</sup> March 2017

There being no further business the meeting ended at 9.00 pm

33. **Date of Next Meetings –**

- Thursday 27<sup>th</sup> April 2017 7.15 pm at Enstone Parish Hall
- Thursday 18<sup>th</sup> May 2017 7.15 pm – Annual Parish Meeting
- Thursday 25<sup>th</sup> May 2017 7.15 pm – Annual Council Meeting & Parish Council Meeting